

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

1/5/2017	Section I: Special Functions
----------	------------------------------

[Topic 2: Print the Invalid Budget Payroll Accounts, Version 2.4]

Revision History

Date	Version	Description	Author
4/11/2016	2.4	16.04.00 – Update screenshots.	D. Ochala
05/12/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
12/2/2011	2.2	11.03.01 – New DOE logo. Updated footer.	D. Ochala
10/01/2008	2.1	08.03.00 – Updated screenshot examples, Special Functions Menu	C. W. Jones
		reorganization.	

Georgia Department of Education January 5, 2017 • 3:17 PM • Page i of ii All Rights Reserved.

Table of Contents

OVERVIEW	1
PROCEDURE A: PRINTING THE INVALID BUDGET PAYROLL ACCOUNTS	2
A.1 Account Numbers Not Found on the Budget Master File - Example	6

Overview

For existing employee information, the *Account Number not on Budget File Listing* displays payroll accounts that are missing from the Financial Accounting and Reporting (FAR) application's *BUDGET* file.

Procedure A: Printing the Invalid Budget Payroll Accounts

Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:

Payroll System	
	PAYMOOOO
FKey Master Menu	
1 Pavroll Setup Menu	
2 Payroll Update Menu	
3 Payroll Check & Direct Deposit Menu	
4 Annual Reports Menu	i i
5 Monthly/Quarterly/Fiscal/Biennial Reports Menu	
8 Employee Benorte/Labels Menu	
9 Update/Display Description/Deduction/Annuity Menu	
10 Earnings History Menu	
11 Check Reconciliation Menu	
13 Special Europions Menu	
20 File Reorganization	
Master Userlist	15.03.00
Action	

	C 11	· ·		1. 1	1
The	tol	owing	screen	disp	lavs.
1110	101	io ming	Sereen	unp.	ujb.

PCG Dist=8991 Rel=16.04.00	01/05/2017 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
	Payroll System		PAYM0013
FKey	Special Functions Menu		
_1 Displa	//Update Pay Schedules		
2 Print Ir	valid Budget Accounts in Payroll		
<u>3</u> Ta×/W	thholding/Control Menu		
4 Mainta 5 Beset	in/Print State File Menu Pavroll Amounts Menu		
6 Payrol	Mass Update Menu		
7 Delete 8 Payrol	Employee Menu Export/Import Menu		
	• • • • • • • • • • • • • • • • • • • •		
Master ^{User} list			08.03.00
Action			
Action			
Select 2 (F2	Print Invalid Budget Acct's in I	Payroll).	
"*** Processing	***" hriefly displays		
Processing	briejiy aispiays.		



If <u>no</u> invalid accounts are found in the payroll file, the following screen displays:

If invalid accounts are found in the payroll file, the following screen displays:



Step	Action
4	If <u>no</u> invalid accounts are found in the payroll file, select Enter (to Continue), and proceed to <i>Step 7</i> .
	If the ***Account Validation Errors *** screen displays, proceed to Step 5 to print the invalid account report.

The following screen displays:

	PCG Dist=899	01 Rel=10	5.04.00 0	01/05/2	017 P	CW 00	1 SV (C:\DEVS	YS C:\	SECON)	١	WHITE			• X	
							Pag	,roll	Syste	em.					PAY	M0013	
	FK	ey 				St	pecial	L Fund	tions	5 Menu	I						
		U D	isplay/l	Update	e Pay	Sche	dules	D									
		<u> </u>	rint inva		uager	ACCOU	ints in	Payro									
		3 T 1 N	ax/With	holdin Print	ng/Cor State	ntrol N File M	lenu lenu										
		5 R	eset Pa	iyroll /	Amou	nts Me	enu										
		ŝ∐ P 7 N	ayroll M Jelete Fi	Aass U minlov	Jpdate ee Me	e Men enu	u										
		3 P	ayroll E	xport	Impo	rt Men	u										
	1																
Master	' ^{User} list														08.	03.00	

Step	Action
5	To print the report via the Uqueue Print Manager: Select (Uqueue).
	To print the report via Microsoft [®] Word: Select (MS WORD).
	Where appropriate, follow the instructions provided in the <u>Technical System Operations</u> <u>Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature.
6	For Budget account errors: After reviewing the invalid account listing, either make the appropriate corrections within the FAR application, or delete the invalid account information from the employees' <i>Gross Data</i> screen. Repeat this procedure until no errors are found in the payroll file.
7	Select F16 -Exit) to return to the Payroll System Master Menu, or select Master (Master) to return to the Business Applications Master Menu.

A.1 Account Numbers Not Found on the Budget Master File - Example

RUN DATE: 01/05/2017	GEORGIA DEPARTMENT C	GEORGIA DEPARTMENT OF EDUCATION						
PROGRAM: PAYPR110	ACCOUNT NUMBERS NOT FOUND ON I	ACCOUNT NUMBERS NOT FOUND ON THE BUDGET MASTER FILE						
EMPLOYEE NO.	EMPLOYEE NAME	YR FND F PRGM FNCT OBJ	CT FCTY B ADDTL					
087244	NE2DHAM, SH2NTAY	17-605-0-9990-3100-184	00-0201-1-000000					
087245	PA9, DE9NY	17-560-0-1540-1000-140	00-0195-1-000000					
		17-560-0-1540-1000-140	00-0195-1-000000					

Georgia Department of Education January 5, 2017 • 3:17 PM • Page 6 of 6 All Rights Reserved.